



## Statement of Work

**Position Title:** Receptionist/Administrative assistant

**Department:** Finance/Admin Department

**Supervised by:** Director, Management and Operations (DMO)

**Type of position:** Personal Service Contractor, Full Time

**Closing Date:** May 09, 2016

### *Summary*

The Receptionist/Administrative Assistant serves as the principal administrative support person for Peace Corps Sierra Leone office in Freetown. S/he reports directly to the Director of Management and Operations (DMO) and establishes and maintains efficient operations of all administrative functions, providing day-to-day coordination with all sectors of PC Sierra Leone and travel support functions to both staff and guests.

### **Description**

#### **Receptionist (20%)**

- Greets visitors, PC Volunteers and Trainees. Ensures that visitors' policies are observed. Exercises tact and diplomacy in dealing with visitors
- Responsible for telephone switchboard duties. Ensures that the main Peace Corps phone line is answered during business hours and maintains and communicates an up-to-date directory of staff contact information.
- Receives and distributes mail, cables, packages and other correspondence.
- Maintain office copier and directs information according to established procedures.

#### **Administrative Support (50 %)**

- Prepares and processes all necessary host registration documents for USDH staff and their dependents and visas for all official international staff travel
- Assists official visitors; prepares itineraries and, briefing materials, arranges official appointments, provides travel assistance and secretarial support as needed.
- Coordinates Peace Corps hosted international conferences; including preparing the conference venue, welcome packets and providing overall administrative support to the conference and conference participants.
- Processes Performance Evaluation/Appraisal forms for employees supervised by the DMO.
- Maintains and updates staff rosters.
- Maintains timesheets for all staff, checks for completeness, and submits to timekeeper every two weeks.
- Drafts letters and correspondence for Admin and senior staff as needed.
- Coordinates vehicle requests and serves as dispatcher for drivers and vehicles.
- Manages daily traffic movement including keys and vehicle locator board
- Photocopies and binds printed materials.
- Makes arrangements for all official social functions.
- Assists in the preparation of DHL shipment of financial documents
- Attends Admin staff meetings; takes notes and prepares and distributes minutes electronically.

- Maintains Administrative/Financial files and keeps the filing up to date.
- Assists the Executive Secretary and Volunteer Support Liaison as necessary.
- Acts as Executive Secretary and Volunteer Support Liaison back-up when needed.
- Maintains, distributes and keeps inventory of office supplies.
- Coordinates distribution and collection of market basket surveys.
- Performs other administrative tasks as may be assigned by supervisor.
- Dispatches correspondence using APO mail, pouch mail, SL Post Office and electronic transmission.
- Records and routes incoming/outgoing telephone calls, letter correspondence, invoices and packages appropriately, on a daily basis.
- Maintains the bulletin board in the reception area.
- Keeps and files Embassy admin notices.
- Receives and organizes all applications (hard copy and email) for advertised positions by Peace Corps prior to submission to hiring manager.
- Ensures all Peace Corps vacancies are advertised on local newspaper and Embassy bulletin board.

#### **Medical Supply Inventory Clerk (15%)**

- Maintains Medical Inventory Control Log to record the inventory status of all specially designated medical supplies or controlled substances.
- At least monthly receives copies of PC-734 D forms (Record of medical supply dispensed) and PC-734 E forms (Medical Supply Disposal Form)
- Quarterly submits Medical Inventory Control Log to CD for review.

#### **Travel (10%)**

- Co-ordinates driver pickup and expeditor.
- Provides clerical and logistical support for TDY staff.
- Coordinate with Voucher Examiner/Travel Assistant to reserve and process Peace Corps Trainee (PCT) and Peace Corps Volunteer (PCV) travel, including ticket reservations, coordinating transportation, and reviewing PCT/PCV travel reimbursement claims.
- Update the Senior Staff Agenda dash board with all in-country travel information.

#### **Other (5%)**

- Assist with scanning and filing of Peace Corps documents when necessary
- Coordinates the bi weekly update of the admin calendar
- Any other duties as assigned.

### ***Safety and Security***

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- a. Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- b. Awareness and understanding of emergency procedures at both home and office.
- c. Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.

Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### *Other*

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

***"Duties may be subject to change as determined by the Contracting Officer."***

### *Qualifications, Skills and Experience Required*

- Education: Higher Diploma in Business Administration, Secretarial Duties or a related field.
- Prior Work Experience: A minimum of 2 years of progressively responsible experience in Receptionist and Administrative Assistant role.
- Knowledge of MS Office computer applications (Word, Excel, Outlook,).
- Experience working in a cross-cultural environment with U.S. citizens.
- Previous work for USG preferred.
- Language: Proficiency in oral and written English.